

NOTICE OF MEETING
LONG BEACH CIVIL SERVICE COMMISSION

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, SEPTEMBER 9, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7TH FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

A G E N D A

1. **MINUTES** – Regular Minutes of September 2, 2009
2. **REQUEST FOR EXCEPTION TO CIVIL SERVICE RULES AND REGULATIONS** –
Section 115 (3) – Civil Engineering Associate
Staff report prepared by Mario R. Beas, Executive Director
3. **ORDER OF LAYOFF**
 - a. Communication from Patrick H. West, City Manager
 - b. Staff report prepared by Diane Dzodin, Administrative Officer
4. **BULLETIN** – Civil Engineering Associate
5. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**
Carpenter
Library Clerk
6. **RETIREMENTS**
Eugene Knight/Gas Field Service Representative II/Energy (9 yrs)
Greg Adamson/Electrician/Public Works (25 yrs., 5 mos.)
Herbert Brown/Gas Field Service Representative II/Energy (15 yrs., 2 mos.)
7. **RESIGNATION** – Ruth Pryor/Housing Specialist I/Community Development (10 yrs., 6 mos.)
8. **TRANSFERS**
Omar Dubon/Maintenance Assistant II/Library to Maintenance Assistant II/Airport
Bernita Harrison/Maintenance Assistant I/Health to Maintenance Assistant I/Library
Matheresa Alfonso/Administrative Analyst III/Airport to Administrative Analyst III/Public Works
9. **SCHEDULE FOR HEARINGS**
Suspension Appeal 21-S-89, Suggested Date 10/7/09 (HO)
Disability Retirement Appeal 16-DR-89, Suggested Date 11/12/09 (ALJ)
10. **RESCHEDULE FOR HEARING** – Suspension Appeal 2-S-89, Suggested Date 10/16/09 (HO)
11. **CONSIDERATION OF HEARING OFFICER'S REPORT** - Suspension Appeal 31-S-78
(Mailed to CSC 8/28/09)
Report prepared by Joseph Heath, Attorney at Law

12. **MANAGERS' REPORT**

13. **NEW BUSINESS**

14. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

NO HEARING

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

LONG BEACH CIVIL SERVICE COMMISSION
MARY ISLAS, PRESIDENT
SEPTEMBER 2, 2009

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, September 2, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Mary Islas, F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

MEMBER EXCUSED:

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Marilyn Hall, Executive Assistant
Debbie McCluster, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President Mary Islas presided.

MINUTES: It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of August 26, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

PROVISIONAL APPOINTMENT: The Secretary presented a communication from Phil T. Hester, Director of Parks, Recreation and Marine, requesting Commission authorization to appoint Dalton Witt, to the classification of Community Information Specialist on a provisional basis. In addition, the Secretary presented a staff report prepared by Rob Pfingsthorn, Personnel Analyst. The Secretary stated that the personnel requisition has not been received in the Civil Service Department. Commissioner Saafir requested the Commission be notified when the personnel requisition has been received in the Civil Service Department. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the request be granted in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO TRANSFER FROM
UNCLASSIFIED TO CLASSIFIED
SERVICE:**

**KEVIN UNTENER/SUPERINTENDENT OF GAS
SERVICES TO GAS DISTRIBUTION SUPERVISOR II**

The Secretary presented communications from Christopher Garner, Director of Long Beach Gas and Oil and Kevin Untener, Superintendent of Gas Services, requesting Commission authorization to return Kevin Untener to his former classified position of Gas Distribution Supervisor II. In addition, the Secretary presented a staff report prepared by Lourdes Ferrer, Personnel Analyst. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the request to transfer to classified service, be approved, pursuant to Section 69 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

CHANGE IN EXAM PLAN:

PARKING METER TECHNICIAN

The Secretary presented a staff report prepared by Deborah McCluster, Personnel Analyst, requesting that the examination plan for Parking Meter Technician be changed from the Oral Interview weighted 100% to a qualifying application and supplemental application. Ms. McCluster provided the Commission with a detailed outline of why 152 candidates did not meet the minimum qualifications for the position and only two qualified. Commissioner Haubert asked if there was a representative from the Public Works Department present to answer Commission questions. There was no representative from the Public Works Department. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried to hold the request for one week to allow a representative from the Public Works Department be present to answer questions from the Commission. The motion failed by the following roll call vote:

AYE: Douglas Haubert
Jeanne Karatsu

NO: Ahmed Saafir
F. Phil Infelise
Mary Islas

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the change in

examination plan be approved. The motion carried by the following roll call vote.

AYE: Ahmed Saafir
Jeanne Karatsu
F. Phil Infelise
Mary Islas

NO: Douglas Haubert

EXAMINATION RESULTS:

It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Civil Engineering Assistant – 36 Applied, 36 Qualified
Equipment Operator – 100 Applied, 13 Qualified
Parking Meter Technician – 154 Applied, 2 Qualified

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Infelise and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Civil Engineer (9/10/08, 10/1/08 & 3/25/09)
Civil Engineering Assistant (9/10/08, 10/1/08 & 3/18/09)

RETIREMENT:

**WESLEY WORRICK/SPECIAL SERVICES OFFICER III
AIRPORT**

It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the subject retirement be received and filed. The motion carried by a unanimous roll call vote.

President Islas presented a Certificate of Appreciation to Mark Armstrong, Engineering Aide, Public Works Department, in recognition of 28 years of dedicated service to the City and citizens of Long Beach. David Roseman, City Traffic Engineer, Public Works was present and spoke on behalf of Mr. Armstrong.

MANAGERS' REPORT:

Melinda George, Deputy Director, informed the Commission that Melissa Miller and Angela Collins, Hire a Youth Workers' last day is September 4, 2009. She thanked them for the outstanding work they contributed to


the Civil Service Department, and presented them with Certificates of Appreciation for the excellent work they provided to the City of Long Beach. She stated that they were both exceptional and responsible young women.

The Secretary informed the Commission that at the Budget Oversight Committee meeting on Monday, August 31, 2009, he requested that the funds for Fire Recruit be held in reserve because of the chance of possibly having to conduct a Fire Recruit examination next fiscal year. He stated that the Civil Service Department has been asked to make a budget presentation on Tuesday, September 8, 2009.

President Islas acknowledged the Long Beach Fire Department for its assistance in fighting of the fires in Southern California.


ADJOURNMENT:

There being no further business before the Commission, President Islas adjourned the meeting.



MARIO R. BEAS
Secretary

MRB:meh

1 **DATE:** September 9, 2009
2 **TO:** Civil Service Commission
3 **FROM:** Mario R. Beas,  Executive Director

4 **SUBJECT: EXCEPTIONS TO THE RULES MAY BE AUTHORIZED – ARTICLE VIII,**
5 **SECTION 115(3) – CIVIL SERVICE RULES AND REGULATIONS;**
6 **REQUESTING EXCEPTION TO ARTICLE II, SECTION 7 OF THE CIVIL**
7 **SERVICE RULES AND REGULATIONS – QUALIFICATIONS AND**
8 **REQUIREMENTS FOR CIVIL ENGINEERING ASSOCIATE**

9 As provided by Civil Service Rules and Regulations, Article VIII, Section 115 (3) –
10 Exception to Rules May be Authorized, staff is recommending the Civil Service
11 Commission consider an exception to Article II, Section 7 of the Civil Service Rules and
12 Regulations – Qualifications and Requirements for the upcoming examination of the
13 Civil Engineering Associate classification. Specifically, staff is recommending that the
14 Commission approve the selection process for Civil Engineering Associate as an open-
15 competitive examination but limit the candidate pool to current City employees.

16 **Background Information**

17 The classification for Civil Engineering Associate is used by the Airport, Gas and Oil,
18 Harbor, Public Works, and Water Departments. There is currently one vacancy in the
19 Water Department.

20 Historically, the examination for this classification has been conducted as an open-
21 competitive process. A review of the examination history covering the last three
22 administrations documents candidate pools averaging 18 applications with an average
23 of 5 candidates selected from each eligible list; of the figures above, on average 8
24 applicants self-identified as City employees and 4 City employees were selected from
25 each eligible list. Accordingly, Civil Engineering Associate is a classification that has
generated interest from City employees as well as from applicants outside the City. For

1 many City employees, both classified and non-career, this may represent an
2 opportunity for career advancement.

3 4 **Policy Requirements**

5 As per Civil Service Commission Policy 1.80, the following information is provided:

6 7 Purpose of the Request:

8 To provide the Department of Water with an eligible list of qualified City employees to
9 fill a vacancy in the Civil Engineering Associate classification while meeting the City
10 Manager's restrictions to select City employees to fill impacted vacancies. Even though
11 the Water Department is under the jurisdiction of a separate appointing authority, they
12 are supportive of the City Manager's desire to consider City employees for the current
13 vacancy.

14 15 Applicable Section of the Rules and Regulations:

16 Civil Service Rules and Regulations, Article II, Section 7 – Qualifications and
17 Requirements, that specifies the Commission establish qualifications and minimum
18 requirements needed to compete in examinations for classified employment.

19 20 How the Best Interests of the City will be Served by the Exception to the Rule:

21 Staff is proposing that the examination be conducted as an open-competitive
22 examination with the application pool restricted to current City employees. One of the
23 minimum requirements to file would be current employment with the City of Long
24 Beach. Applicants would also need to meet experience, willingness and licensing
25 requirements. Staff believes this option is in the best interest of the City as the
exception to the Rules and Regulations will:

- maintain an examination process based on merit principles,
- generate an eligible list of qualified employees,
- provide career opportunities to City employees,
- limit the expenditure of City resources necessary to conduct an examination for large numbers of outside candidates, and
- eliminate requests for exceptions to Section 115 to bypass candidates on the eligible list in order to reach internal candidates.

Why the City's Best Interests are Not Being Served by the Current Civil Service Rules and Regulations?

Current Civil Service Rules and Regulations require an examination to be conducted either: 1) as an open-competitive examination, potentially bringing large numbers of outside candidates into the process, or 2) as a promotional examination that would limit the application pool to permanent City employees in specified classifications.

Staff does not recommend that this be conducted as a "true" promotional examination with requirements of seniority, ranking of the eligible list, and restrictions to classified employees, but rather as an open-competitive examination limited to current City employees. Promotional examinations typically are most effective when there is a clear relationship between the skills acquired in lower level classification and those needed in the higher-level classification and there is a sufficient number of City employees meeting the promotional requirements. Good examples are Police Officers promoting to Police Sergeants who may subsequently promote to Police Lieutenants or Gas Construction workers promotion to Gas Maintenance Supervisors. In regards to Civil Engineering Associate, the candidate pool for a "true" promotional process would be insufficient. Therefore, staff recommends that candidates with 2 years of qualifying

1 experience as Civil Engineering Assistants within the City or with similar experience
2 outside of the City be allowed to compete for permanent positions as Civil Engineering
3 Associate. As the examination has been conducted as an open-competitive
4 examination in the past, non-career employees would have had an opportunity to
5 compete for permanent employment as a Civil Engineering Associate.

6 7 **Summary**

8 In conclusion, considering the City's continued financial challenges and the City
9 Manager's desire to hire only City employees, it is recommended that the Commission
10 approve the exception to Article II, Section 7 of the Civil Service Rules and Regulations
11 and approve the selection process for Civil Engineering Associate as an open-
12 competitive examination but limit the candidate pool to current City employees. Staff
13 has discussed their recommendations with all user departments and has received
14 agreement. The Department of Water also supports staff's recommendations. Staff is
15 available to answer any questions that the Commission may have.

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17 EXCEPTION TO THE RULES (CE ASSOCIATE: 9/9/09)
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CIVIL ENGINEERING ASSOCIATE

Job Number: 121

SALARY RANGE: \$2,340.32 - \$3,178.40 - Biweekly
\$5,088.00 - \$6,810.00 - Monthly

Applications available: 7:30 a.m. to 4:30 p.m., September 11, 2009 through September 18, 2009. Completed application must be received in the Civil Service Department by 4:30 p.m., September 18, 2009. Postmarks will not be accepted.

REQUIREMENTS TO FILE: Open to current City of Long Beach employees. Candidates must meet either A OR B:

A. Graduation from an accredited four-year college with a degree in Civil Engineering (proof required)* **OR** proof of an Engineer-in-Training (E.I.T.) certificate in the field of Civil Engineering recognized by the California State Board of Registration for Professional Engineers at time of filing (proof required)*; **AND** two years of full-time equivalent experience involving primary responsibility for preparation and/or review of standards, designs, construction activity and cost estimates of civil engineering projects which must have been gained after graduation or after passing the E.I.T. examination; **-OR-**

B. Registration as a Professional Engineer in the State of California (proof required)*.

Experience with computer applications such as database management, spreadsheets and word processing; ability to communicate effectively, both orally and in writing; ability to deal tactfully and effectively with assigned staff, the public, client departments and consultants.

Proof of a valid motor vehicle operator's license is required at time of appointment. A current DMV driving record must be submitted to the hiring department.

***Applications will not be processed until all required proofs are received. Any required proofs, such as certificates, diplomas, licenses, or transcripts, must be received in the Civil Service Department by 11:59 p.m., September 23, 2009 via email civilservice@longbeach.gov or fax to (562) 570-5293.**

DESIRABLE QUALIFICATIONS: Experience with: various computer applications; such as, AutoCad, Microstation or other engineering applications including scheduling, Geographic Information Systems (GIS) programs, and computer software for hydraulic modeling; design of water, sewer, stormdrains and reclaimed water systems; the processing and review of Developer projects; and/or monitoring an inspection staff.

EXAMPLES OF DUTIES: Under direction, performs difficult engineering work in the planning, reviewing of plans and construction documents, designing, and/or estimating of private or public works, natural gas distribution pipelines, water, reclaimed water, sewer, storm drains, buildings and structures, construction administration, developer and/or harbor engineering projects; assigns work, gives instructions and acts upon engineering problems in connection with standards; prepares complete plans, specifications and estimates; directs the work of Engineering Technicians in the preparation of drawings, plans, and quantity estimates; prepares preliminary and final reports for construction and improvement projects; conducts studies and develops plans for long-range replacement and rehabilitation of structures and facilities; reviews plans and construction documents for conformance with standards and specifications; investigates and responds to citizen complaints; writes reports and makes estimates of a specialized nature in connection with various engineering projects; assists in preparing cooperative agreements; prepares and interprets legal descriptions and plat maps; monitors progress of less complex projects conducted by Civil Engineering Assistants and/or outside consultants; may review structural plans and/or water and sewer plans and supervise field inspections of construction work to check compliance with standards and safety regulations; may assist developer's with the general planning concepts of water/sewer systems and performs other related duties as required.

SELECTION PROCEDURE: Screening of candidates will be based conducted on the basis of applications and supplemental applications submitted. Resumes may be submitted, but not substituted in-lieu of the required applications.

EXAMINATION WEIGHTS:

Application and Supplemental Application.....Qualifying
Appraisal Interview.....100%

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on an analysis of test results.

If you have not received notification of the disposition of your application by October 2, 2009, immediately contact the Civil Service Department at (562) 570-6202.

This information is available in alternative format by request to (562) 570-6202.

JOB 121-09 K13NN-09 DWM (CE Associate 2009)

9/9/09